



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

DESC-R

MAR 17 2006

GENERAL ORDER
NO. 08-06

I. Authority: Approval of the Director, Defense Energy Support Center (DESC)

II. Pursuant to the cited authority and effective immediately, the Manpower and Workforce Development Division (DESC-RL), under the Financial Operations Directorate is hereby realigned as follows:

Organization Name/Office Symbol
Manpower Analyses Team
Manpower and Workforce Planning Team
Workforce Development Team

Office Symbol
DESC-RLM
DESC-RLP
DESC-RLW

III. This general order authorizes function, personnel realignments, and additional positions accordingly. Current mission and functions will remain in place.

RICHARD J. CONNELLY
Director

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MANPOWER & WORKFORCE DEVELOPMENT DIVISION (DESC-RL)

MISSION:

Provides centralized manpower-related planning and support to the Director, staff, CBUs, and Region Offices. Acts as the control point for all personnel actions and issues between DESC Directorates, staff, CBUs, Region Offices and Customer Support Office – Columbus (CSO-C) in liaison with DLA, Specified and Unified Commands, Military Service components and government agencies. Develops and manages a comprehensive DESC Human Capital Management program to include personnel forecast, recruitment, employee development, workforce parity, mentor/protégé opportunities, surveys tools, and leadership enhancement. Manages the Defense Energy Support Center Automated Training System (DATS), the Automated Time and Attendance and Production System (ATAAPS), the Defense Business Management System (DBMS), the Inter-Service Support Agreements (ISSAs), the Activity Base Costing (ABC), the Modern Defense Civilian Personnel Data System, Training With Industry (TWI), Defense Acquisition University (DAU), contracting, quality, and other areas as necessary, Ninth House, Defense Acquisition Workforce Improvement Act (DAWIA), DATS Contracting Officer Technical Representative (COTR), and The Student Loan Repayment Program.

MANPOWER ANALYSIS TEAM (DESC-RLM)

FUNCTIONS:

1. Conducts Organization Management Reviews and Resources Utilization Studies to ensure maximum efficiency and effectiveness. Reviews and advises on proposed changes in organization and position structure. Manages the DESC Organization Charts to monitor current and potential personnel gains and losses. Processes all organization realignments and issues DESC General Orders. Publishes and maintains the DESC Organization, Mission and Functions Manual, DESC M 5810.1.
2. Advises DESC Staff elements on internal Human Resource and Labor Relation matters. Coordinates with the Human Resources offices on civilian personnel matters. Serves as the Control Point for all personnel actions and issues between DESC and CSU Columbus.
3. Conducts studies, research and analyses to implement various management and personnel-related programs and resolves problem areas. Furnishes advice and assistance on all related matters.
4. Manages and administers DESC award and incentive programs such as the DESC Employee of the Month Program and the DESC Entrepreneur Program. Serves as DESC Coordinator for all DLA headquarters award programs. Provides policy and guidance on DESC and DLA award submissions.

5. Prepares and distributes the DESC Fact Book, a fiscal year summary of statistical data covering inventories, consumption, financial condition, contract and procurement figures, operation and maintenance, and other pertinent management information as provided by DESC sources.
6. Establishes and maintains DESC subsidiary cost codes. Develops the necessary Task Code structure for the DESC Organization Management (ORGMGT) controls to facilitate tracking of budget and manpower information. Recommends cost account codes for special programs to HQ DLA IAW LFMF. Reports DESC workload data in the Management Information System (MIS).
7. Serves as the DESC focal point for Time and Attendance and responsible for the Automated Time and Attendance and Production System (ATAAPS). Serves as the DESC Terminal Area Security Office (TASO). Responsible for monitoring and assigning all ATAAPS access and passwords. Responsible for establishing, monitoring, and conducting file maintenance for both timekeepers and certifiers.
8. Manages the development of the DESC Activity Based Costing (ABC) Program. Conducts surveys, provides briefings and reports to higher headquarters. Performs cost/benefit analyses for acquiring and implementing various software tools to improve the efficiency of the program.
9. Serves as the DESC Coordinator for Inter-Service Support Agreement (ISSA) Program. Reviews and coordinates all DESC Inter-Service Support Agreements and serves as the DESC "Office of Record" for all support agreements.
10. In coordination with management, responsible for verifying, editing, and monitoring all draft or new position descriptions received. Serves as focal point for Priority Placement Program, Overseas Extension Assignments and QAR rotation.

MANPOWER AND WORKFORCE PLANNING TEAM (DESC-RLP)

FUNCTIONS:

1. Provides definition, analysis and monitoring of Workforce Development initiatives conducted by DLA such as but not inclusive to:
 - DESC Multi-Functional Program
 - DESC Mentor/Protégé Program
 - Federal Career Intern Program in concert with DTC
 - Multi-Source Feedback Program
 - Enterprise Leader Development Program
 - Executive Development Program

2. Develops, prioritizes, executes and monitors DESC corporate training initiatives.
3. Serves as DESC liaison/POC for DLA HQ training and development initiatives.
4. Provides oversight and policy guidance for DESC managers with regards to workforce development, leadership enhancement, and employee policy matters.
5. Acts as liaison with union representatives, DESC managers, and DESC workforce as required.
6. Assists in assessing job requirements for the whole range of DESC career fields.
7. Identifies and evaluates training processes for recommendation and implementation.
8. Leads and/or participates in program initiative for organizational workforce development issues.

WORKFORCE DEVELOPMENT TEAM (DESC-RLW)

FUNCTIONS:

1. Develops and manages a comprehensive DESC Human Capital Management program to include workforce forecasting, recruitment, and training.
2. Learning Management System (LMS) Administrators. Manage training needs for DESC employees through the LMS system.
3. Provide definition, analysis and monitoring of Workforce Development initiatives conducted by DESC:
 - Defense Acquisition Improvement Act (DAWIA) compliance (in conjunction with the Center Senior Procurement Official)
 - DESC Multi-functional Program
 - DESC Mentoring Initiative
4. Creates and manages a customer-focused corporate culture by recruiting, training, maintaining, and supporting a customer-focused logistics team.
5. Develops, prioritizes, executes and monitors DESC corporate-level training efforts.
6. Serves as DESC liaison for DLA HQ training/development efforts.
7. Provides oversight and policy guidance for DESC managerial staff in matters relating to workforce development, training, and evaluation of employees.

- 8. Acts as liaison with union representation, DESC managers, and members of the DESC workforce as required concerning personnel matters.
- 9. DESC Automated Training System (DATS). Administrators for DATS to monitor Training Funds Distribution and payment processing along with accounting data tracking.
- 10. Provides assistance in implementation and management of the DESC Knowledge Management Initiatives.

Table 30 Change:

Defense Energy Support Center Financial Operations Manpower & Wrkfrc Dev Div CHANGE TO----->	Defense Energy Support Center Financial Operations Manpower & Workforce Dev Div
ADD----->	Defense Energy Support Center Financial Operations Manpower & Workforce Dev Div Manpower Analysis Team PA RLM
ADD----->	Defense Energy Support Center Financial Operations Manpower & Workforce Dev Div Manpower & Wrkfrc Planning Team PA RLP
ADD----->	Defense Energy Support Center Financial Operations Manpower & Workforce Dev Div Workforce Development Team PA RLW